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FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 12 JUNE 2001 CSS  
PANAMA CITY FL  
6/12/2001  
TETRA TECH

**FINAL**  
**Coastal System Station Panama City**  
**Partnering Team Meeting Minutes**  
**June 12 and 13, 2001**

**MEMBERS PRESENT:**

|               |                      |                 |                    |
|---------------|----------------------|-----------------|--------------------|
| Mike Clayton  | CSS PC               |                 |                    |
| Joe Fugitt    | FDEP – scribe        | Arturo McDonald | CSS PC - leader    |
| Phil McGinnis | SOUTH DIV            | Gerry Walker    | TtNUS - timekeeper |
| Rich May      | TtNUS – Tier II link | Pete Paznokas   | ICLD - facilitator |

**GUESTS:**

Dan Waddill, SOUTH DIV (His status as a guest lasted only about 40 minutes. See Item 2a.)

**1. Check-In/Opening Remarks / Resource Sharing/Announcements/Head Count and Proxies/ Review Ground Rules/ Approve Minutes**

The Partnering Team (Team; including Guest) completed a round table check-in and opening remarks. Pete Dao, USEPA is not present and Joe Fugitt has been assigned his proxy for the meeting. At this time, our Guest was self-introduced to the Team. Dan Waddill is in the technical group section at SOUTH DIV and has been involved in writing the RFI Addendum Work plan for CSS Panama City.

Meeting minutes from the April 27, 2001 Partnering Team meeting was approved by consensus. Final April 27, 2001 Meeting Minutes due to the Team by June 19, 2001.

The Action Item Review was completed. An Updated Action Item List is attached to these minutes.

**2. Agenda Additions and Modifications**

The agenda was modified to add a discussion of membership additions to the Team.

**2a. Membership Additions**

Team discussed adding Nick Ugolini, South Div EIC for Petroleum Sites and Dan Waddill, South Div Technical Group to the Team as either Adjunct or Full Team Members. Nick may be considered as an Adjunct Member after Phil checks with Robby Darby and Herb Fraser about Navy policy regarding Petroleum Mangers involvement with the Partnering Teams. The Team reached consensus to add Dan Waddill as a full Team Member. Welcome aboard Dan!

**3. Contractor Update**

Gerry Walker and Joe Fugitt discuss the Professional Seal Pages for the RFI Work Plan Addendum. There are two options based on previous agreements between the Federal and State Government or Rules specified in the Florida Administrative Code. 1) A document produced “in-house” by Federal Employees for work on Federal Property may not require a Professional Seal by a Florida registered PE or PG. 2) Work performed by a contractor on behalf of the Federal Government must be sealed by a Florida registered PE or PG. Since the RFI Workplan Addendum was extensively rewritten by the Navy, it is appropriate for the Navy to use a South Div Cover Page and not have a professional seal page. The Team asks that this issue be raised to Tier II for further discussion and clarification for the Teams for future documents.

Gerry Walker discusses the upcoming field mobilization and utility clearance requirements for the work to be performed at SWMUs 3, 9, and 10, and AOC 1. Work should commence by mid or late July 2001.

**4. Funding**

Phil reports that funding is now awarded for the current projects. South Div has been utilizing “in-house” technical personnel for projects in order to save money where possible.

## **5. Tier II Update**

Rich May indicated that there has been 2 Tier II conference calls since the last partnering meeting. Tier II discussed the Joint Tier I and II meeting that was held in Clearwater in April 2001. Feedback from the meeting was:

- 1) BRAC property transfer discussion too long,
- 2) Locking the door to room was not a good idea,
- 3) EPA Technology presentation was good,
- 4) HSWA Presentation was too long,
- 5) Team presentations should have been spaced out more, and
- 6) Combined meeting was best so far but may have been too long.

Next Tier II Navy meeting is at Indian Rocks Beach on July 11, 2001. Some of the issues to be discussed are:

- 1) Playbook (Tier II) Deliverables,
- 2) Golf Courses in Florida and Pesticide Usage,
- 3) Property Transfers, and
- 4) LUC Trust Funds.

## **6. Break**

## **7. CAMP (Corrective Action Management Plan)**

Arturo McDonald distributed the CAMP to all Team members prior to the meeting for their review. This CAMP is dated February 1995. The CAMP was apparently not updated for the latest Federal HSWA permit dated November 2000. Team decides that the CAMP should be updated as soon as possible. Joe Fugitt thinks that the CAMP must be updated and complete for the State HSWA permit application. Phil reports that SWMU 2 is still open in the Navy database. He will check to see if this site was closed and if concurrence letters were received from all agencies. The Team discusses ways to update the schedule in the CAMP (Table 5-1). All agencies have databases. The Team discusses comparing Table 5-1 with the Base Master Schedule to be developed.

Item of Understanding: The Team decides that the Navy database will be used to develop the Base Master Schedule. Phil will use Sure Track to establish schedules for open sites.

## **8. Partnering Team Training Schedule**

Pete Paznokas provides the Training Curriculum approved by Tier II for the Tier I Teams. The Team performs a sticky note drill to pick 6 training courses that they would like to receive. The 6 training courses are:

1. Managing Team Decisions
2. Non verbal Communication
3. Basic Tools of Quality
4. Problem-Solving
5. Obtaining Team Members Buy in
6. Negotiating Skills (Part I)

Pete reviews the meeting process for today. He says we had a good first day for our meeting.

## **9. Check In Day 2 (June 13, 2001)**

The Team enjoyed dinner last night at a local restaurant.

## **10. Team Charter and Tier II Deliverables**

The Team discussed what they would like in the Team Charter and reviewed examples from other partnering teams. These deliverables were prioritized and include:

**Ground Rules****Vision****Charter****Mission****Guiding Principles****Meeting Conduct****Roles and Responsibilities of the Guest Invitor, Clean / RAC Contractor, EFD RPMs, and State and EPA RPMs****Conflict Resolution Model****Expectations of the Tier II Link and the Team Facilitator**

**Ground Rules** The Team reached consensus on these items.

1. One member speaks at a time.
2. No hidden agendas.
3. Be open and honest.
4. All members are equal.
5. If you can say it to one person you can say it to all.
6. No side conversations.
7. Commitment to attend meetings or appoint a proxy.
8. Commitment to action items.
9. Adhere to Partnering Team conduct.
10. Pay attention, stay involved
11. Don't avoid conflict
12. Stay Focused
13. Attack the problem not the person
14. Have fun.

**Vision**

The Team reached consensus on this statement.

To have a clean and healthy environment at Coastal Systems Station Panama City

**Mission**

The Team reached consensus on this statement.

Use partnering synergy to facilitate a protective, cost-effective, expedient cleanup of Coastal Systems Station Panama City.

**Charter**

The Charter will include the Vision Mission and Guiding Principles.

**Guiding Principles**

The Team adopted some of the Principles of the NAS Pensacola Team and added two additional items. The Team reached consensus on these principles.

Identify and utilize innovative technologies and decision making techniques

Acknowledge and resolve conflicts to avoid adversarial relations

Recognize needs and maintain open and honest communications with each other, stakeholders, and the community

Actively seek out and overcome barriers to success

Continuously clarify roles and responsibilities of all members

Remain committed to the Partnering relationship

Provide opportunity for all members to grow professionally and personally through the shared exchange of expertise, lessons learned, and training assets

Foster a professional, friendly atmosphere which efficiently accommodates change and promotes a culture of enthusiasm, optimism, cooperation, and success  
Identify and undertake acceptable risks with the understanding that some decisions will fail.  
Decisions will be evaluated using “Better, Faster, and Cheaper” Criteria.

### **Meeting Conduct**

The Team reached consensus to adopt the following items of Meeting Conduct:

- 1) Follow agenda.
- 2) Call time-out to refocus
- 3) Decisions through consensus
- 4) Start on time, finish on time
- 5) Establish agenda for next meeting
- 6) Issue draft minutes and next meeting agenda 2 weeks prior to next meeting
- 7) Meeting leader, scribe, and timekeeper roles rotate alphabetically

### **11. Break**

### **12. Meeting Closeout**

Phil will prepare the facilitator evaluation. Thank you Pete Paznokas for a great job facilitating at this meeting.

### **Meeting Critique**

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Accomplished a lot  
New Member  
Productive Meeting  
Facilities were good  
Goodies  
Accommodations  
Group Dinner  
Humor  
Team Dynamics  
Completed Agenda  
Flexible Agenda  
Charter Complete  
Participation was high

(-)

Missing Pete Dao  
Using Member as a Scribe

### **Conference Call**

A conference call will be held on July 26, 2001 10:30 am EST (To be set up by Phil). The exact time and location of the August Meeting will be determined at this time.


**Agenda for next meeting**

**AGENDA CSS PANAMA CITY  
PARTNERING TEAM MEETING  
AUGUST 2001  
Location to be determined**

**Leader: Phil McGinnis**

**Scribe: ?**

**Timekeeper: Arturo McDonald**

|  | Item | Description  | Presenter | Time          | Category    |
|---|------|--|-----------|---------------|-------------|
|   | 1    | Check-in/ Opening Remarks/ Resource Sharing/ Announcements/<br>Head Count and Proxies/Guests/ Review Ground Rules/ Action<br>Item & Parking Lot Review/Approve minutes | Phil      | 08:00 – 08:45 | Information |
|   | 2    | Agenda additions/ modifications  | Phil      | 08:45 – 09:00 | Information |
|   | 3    | Contractors Update   | Gerry     | 09:00 – 09:15 | Update      |
|   | 4    | Tier II Update   | Rich      | 09:15 – 09:30 | Information |
|   | 5    | Break  | All       | 09:30 – 09:45 | Refresh     |
|   | 6    | Master Schedule  | Phil      | 09:45 – 10:45 | Planning    |
|   | 7    | Partnering Team Training   | Pete P    | 10:45 – 11:45 | Learning    |
|   | 8    | Lunch  | All       | 11:45 – 12:45 | Refresh     |
|   | 9    | Petroleum Update   | Nick      | 12:45-1:45    | Update      |
|   | 10   | Bioslurper   | Dan       | 1:45-2:15     | Decisions   |
|   | 11   | Break  | All       | 2:15-2:30     | Refresh     |
|   | 12   | CAMP and Status of Group H Sites   | Phil      | 2:30-3:00     | Update      |

|           |  |        |             |          |
|-----------|--|--------|-------------|----------|
| <b>13</b> | Team Charter & Tier II Deliverables  | Pete   | 3:00 – 4:00 | Required |
| <b>14</b> | Meeting Closeout – review action items/ next agenda/ +/- list / consensus / facilitator evaluation | Arturo | 4:00 – 4:30 | Planning |
|           |  |        |             |          |

**Action Items**  
**CSS Panama City Partnering Team**  
**Updated June 13, 2001**

| Action Item No.                                    | Responsible Party | Status  | Due Date     | Action Item   |
|--|-------------------|---------|--------------|---|
| 1  | Joe & Pete D      | Closed  | Mar 16, 2001 | Provide written approval on Draft RFI Addendum Workplan.                                  |
| 2  | Gerry             | Closed  | Mar 28, 2001 | Publish final RFI Addendum Workplan.  |
| 3  | Arturo            | Closed  | Mar 16, 2001 | Determine Panama city Library can play CD to allow Administrative Record to be put on CD. |
| 4  | Gerry             | Working | Oct 30, 2001 | Put Administrative Record on CD.  |
| 5  | Mike              | Closed  |              | Meet with Library to get final RFI addendum work plan in Administrative record            |
| 6  | Phil              | Closed  |              | Modify the SOW to include transferring the Administrative Record to CD.                   |
| 7  | Phil              | Closed  | Mar 16, 2001 | Check with Ensafe on facilities and facilitator for the Tier I / II meeting               |
| 8  | Arturo            | Closed  |              | Arrange facilities for all local CSS Partnering Team meetings                             |
| 9  | Phil              | Closed  | Mar 28, 2001 | Send Facilitator's SOW to all Team members  |
| 10   | Joe F.            | Closed  | Apr 13, 2001 | Contact M. Russell to discuss the HSWA permit, schedule, and Fees for the facility.       |
| 11   | Joe / Pete D      | Closed  | Apr 20, 2001 | Determine the reporting requirements for the "Environmental Indicators"                   |
| 12   | Joe F             | Closed  | Mar 13, 2001 | Send the Tier I /II presentation to the Team  |
| Action Items from April 27, 2001 Meeting           |                   |         |              |   |
| 01.04.01   | Gerry             | Closed  | May 4, 2001  | Send E-mail of final March 6, 2001 meeting minutes to Partnering Team                     |
| 01.04.02   | Joe F.            | Closed  | May 4, 2001  | Find out when FDEP's EI training session is scheduled and E-mail to Partnering Team       |
| 01.04.03   | Joe F.            | Closed  | May 11, 2001 | Find out what year CSS is scheduled for HSWA transfer and inform Partnering Team          |
| 01.04.04   | Arturo            | Closed  | June 5, 2001 | Distribute the CAMP to Partnering Team  |
| New Action Items from June 12 and 13, 2001 Meeting |                   |         |              |   |

| Action Item No. | Responsible Party | Status | Due Date       | Action Item   |
|-----------------|-------------------|--------|----------------|---|
| 01.06.01        | Joe               | Open   | June 15, 2001  | Check on details of EI Training to be held in Tallahassee and email these to the Team   |
| 01.06.02        | Gerry             | Open   | June 19, 2001  | Email final meeting minutes of April 27, 2001 to the Team   |
| 01.06.03        | Phil/Mike         | Open   | June 29, 2001  | Find out from co-workers and management what the policy is for having Petroleum Managers as consensus team members                  |
| 01.06.04        | Gerry             | Open   | June 26, 2001  | Change the cover page for the RFI Addendum Work Plan  |
| 01.06.05        | Gerry             | Open   | July 6, 2001   | Elevate the signature and sealing of hybrid documents to Tier II  |
| 01.06.06        | Joe               | Closed | June 28, 2001  | Send copies of letter to Team outlining agreement for professional registration requirements for "in house" federal facilities work |
|                 |                   |        |                |   |
| 01.06.07        | Phil              | Open   | August Meeting | Locate "Closure" Document for SWMU 2 in Group H by next meeting   |
| 01.06.08        | Phil              | Open   | June 29, 2001  | Send PDF file of preliminary Master Schedule to the Team  |
| 01.06.09        | Phil/Gerry        | Open   | August Meeting | Try to get authorization for and obtain a permanent scribe for the Team   |



**CSS Panama City Partnering Team Parking Lot  
Updated June 13, 2001**

| <b>Parking Lot No.</b> | <b>Parking Lot Issue</b>              |
|------------------------|---------------------------------------|
| 1                      | Petroleum Sites listed in HSWA Permit |
|                        |                                       |
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|                        |                                       |
|                        |                                       |
|                        |                                       |
|                        |                                       |

**CSS Panama City Summary of Consensus Items  
June 12 and 13, 2001 Partnering Meeting**

1. Adopt action item numbering system yy.mm.##
2. Consensus on approving previous draft (April 27, 2001) minutes as final.
3. Approving Dan Waddill as a full Team Member.
4. Replacing final cover pages of RFI Addendum Work Plan with South Div cover pages.
5. Adoption of Team Ground Rules.
6. Adoption of Team Vision Statement.
7. Adoption of Team Mission Statement.
8. Change Goals/Objectives to Team Guiding Principles.
9. Adoption of Team Meeting Conduct.
10. Adoption of Team Guiding Principles.

In addition, the Team had an Item of Understanding to use SURETRAK (Navy Project Scheduling Tool) for creating the Master Schedule for active sites.